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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Records Management Division
 Attn : Vital Materials Officer
 FROM : Area Records Officer

DATE: 1 September 1954

SUBJECT: Numbering System for Vital Materials for OTR

Reference: Our memorandum dated 2 August 1954; subject: Numbering System for Vital Materials for the Office of Training.

1. As a result of our conversation of 1 September 1954, the following listing with your recommendations is being submitted as a numbering system for vital materials for OTR.

Office of Training (Director)	1100
a. Notices and Regulations	
b. General	
c. Deputy Director of Training	
Plans and Research Staff	1120
a. Plans Branch	
b. Research Branch	
Assessment and Evaluation Staff	1130
a. Assessment Branch	
b. Evaluation Branch	
c. Research Branch	
Administrative Staff	1140
a. Junior Officer's Training	
b. [REDACTED]	
c. Administrative Branch	
d. Training Support Branch	
Basic Training School	1150
Intelligence Training School	1160
Operations Training School	1170
a. Headquarters Training	
b. Covert Training	
c. Field Training	
Language/Area Training School	1180

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